

Employment Transfer and Reclassification Policy

Approved:

Date: October 2015



I: Policy

Stability is integral to the efficient and consistent application of probation services. To ensure adequately trained officers are available and individual districts are adequately staffed, transfer of employment between districts, transfer of employment and changes to classification and job duties within the Nebraska Probation System shall be governed by the Administrative Office of Probation based upon the needs of the individual probation districts and the needs of the system.

II: Purpose

This policy provides parameters for the transfer of employment within the Nebraska Probation System.

III: Reference

N/A

IV: Procedure

- A. Nebraska Probation System officers may not move to a new job classification within the trainee period of employment.
- B. Within an officer's first two years of employment with the Nebraska Probation System, promotion to a new classification, demotion to a new classification, change of duties between juvenile and adult services within the same classification, or a move between districts in the same or different classification, must be requested by the hiring or managing supervisor and approved by the Administrative Office of Probation prior to submitting an employment application.
- C. Such transfers may be denied based upon the business needs.